

Amendment #1

July 28, 2023

BPM038742 – Records Destruction Services at Multiple Labor Locations  
Proshred Security Questions and Answers

1. With regard to the onsite shredding service at the multiple locations, please confirm that the selected vendor would NOT be installing any equipment.

**Response:** The vendor will need to provide confidential recycling bins at most locations.

2. Please confirm that the paper would be boxed for shredding at the various locations.

**Response:** Some files will be in boxes, and some files will be in confidential recycling bins.

3. Please confirm that all locations are easily accessible to navigate wheeled bins for the collection of paper at the locations; (no steps) to be brought to the onsite truck for shredding.

**Response:** Most of our locations are one level and are easily accessible to navigate wheeled bins, you will have to use an elevator at two locations but no steps.

4. Are there any parking considerations for the truck? If there are loading docks, are there ramps?

**Response:** We have a loading dock & ramp at 1100 N Eutaw St. The other locations are either one level or have a ramp and parking space.

5. Can you address the time frame for on-call/on-demand shredding: once a request is made for service what is the anticipated time frame for service? Realizing that the selected vendor could have a full schedule, is there flexibility with regard to when the service can occur?

**Response:** We will schedule our confidential recycling days 14 days in advance for files in boxes and would like to be on an every eight-week schedule for confidential recycling bins unless we have the full bins that need to be emptied sooner. We are flexible, and our schedule is Monday thru Friday, 8:00 AM to 2:00 PM, for on-call/on-demand shredding: 72 hours.